



## *Business Occupancy Check List*

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### TOWN OF CENTREVILLE

101 Lawyers Row, Centreville, MD 21617 410-758-1180

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- Complete and sign application** (may require approval from the Centreville Planning Commission)
- Payment** (due upon submittal of application) (Make check payable to the Town of Centreville)
- Additional Requirements** *All outstanding past due invoices must be paid at time of submittal of application including, but not limited to, water/sewer fees, vacant lot fees, developer fees.*

Prior to obtaining a Certificate of Occupancy from the Town of Centreville for any Commercial Business the following should be completed:

1. Contact the Circuit Court for any license requirements; call 410-758-1773.
2. Contact the Queen Anne County's Health Department if your business will be preparing or selling food, call 410-758-0720. A final inspection is required.
3. Contact the Queen Anne County's Office of the Fire Marshall for an inspection; call **410-758-4500 ext 1144**.
4. Obtain a building permit from Town Hall for **any** interior or exterior renovations.
5. Obtain a sign permit from Town Hall for **any** sign (i.e. – decal or flat sign in window, projecting sign off building, sidewalk easel etc).

### Additional Information

1. If said application requires the Approval of the Centreville Planning Commission, your application and any supporting documents must be submitted 30 days in advance of a Planning Commission Meeting which is held on the third Wednesday of each month. Copies of supporting documents may include but are not limited to inspections or license
2. Application Process time frame is 5 to 10 business days. The Process can take longer when there are circumstances beyond our control. If your application must go before the Planning Commission, the application process is great than 10 days.
3. Business can not open without proper approval and Business Occupancy permit in hand.